

**General Business Meeting**  
**AGENDA**  
**Board Action on the School Community Council ("SCC")**  
**request for exceptions to collective bargaining agreements,**  
**statutory waivers, and waivers of Board Policy for SY 2018-2019**

**SUBMISSION ROUND 3 - SUMMARY**

**1. Requests - BOE Approval Required**

<b>Topic</b>	<b>School</b>	<b>Complex Area</b>	<b>Strive HI Status</b>	<b>Policy</b>	<b>Summary</b>
Graduation Requirements	Aiea High School	Aiea-Moanalua-Radford	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 23, 2019
Graduation Requirements	Baldwin High School	Baldwin-Kekaulike-Maui	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 17, 2019
Graduation Requirements	James Campbell High School	Campbell-Kapolei	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 17, 2019
Graduation Requirements	King Kekaulike High School	Baldwin-Kekaulike-Maui	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 23, 2019
Graduation Requirements	Maui High School	Baldwin-Kekaulike-Maui	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 18, 2019
Graduation Requirements	Pearl City High School	Pearl City-Waipahu	Continuous Improvement	BOE Policy 4540	request to change commencement date to May 18, 2019
Other	Maui High School	Baldwin-Kekaulike-Maui	Continuous Improvement	HRS 302A-1124 to 1127	modify school schedule to accommodate assessments



STATE OF HAWAII  
BOARD OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, reading "Margaret Cox", with a smaller signature below it.

SUBJECT: **Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Aiea High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that "Commencement exercises may be scheduled any time after the last day of school for seniors."

b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

d. Arguments in support of the recommendation:

Due to the increasing number of schools using Aloha Stadium as their venue for commencement exercises, there has been scheduling conflicts that requires Aiea High School to change the date of graduation ceremonies. The new date for commencement exercises will be May 23, 2019.

e. Arguments against the recommendation:

None.

f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

g. Other agencies or departments of the State of Hawaii involved in the action.

None.

h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

i. Educational implications:

As stated in the school's SCC waiver request

j. Personnel implications:

None.

k. Facilities implications:

None

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq

Attachment

c: Dr. Christina M. Kishimoto, Department of Education Superintendent  
Mr. John Erickson, Aiea-Moanalua-Radford Complex Area Superintendent  
Mr. David Tanuvasa, Aiea High School Principal  
Community Engagement Branch

# School Community Council Waiver/Exception Request

08/14/18	Request ID No.	0
1	School:	Aiea High
	School ID:	202
	Complex Area:	Aiea-Moanalua-Radford
	Complex:	Aiea
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Other
	Principal:	David Tanuvasa

- 2**     **Decision Making Process:**  
 Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Please include information about the final outcome, including achievement of consensus or specific outcome of vote (e.g. 92 of 100 teachers voted in favor of the change).

8/6/18	EMAIL NOTIFICATIONS	Informational Emails with Agendas to provide purpose of the SCC Meeting which included the Waiver Request for the Proposed Graduation Date.
8/13/18	School Community Council Meeting	All members, in attendance, in favor of the proposed School Year 2018-2019 Graduation Ceremony Date.
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0
1/0/00	0	0

- 3**     **Summarize your request:**  
 Since 2003, it has become a tradition that Aiea High's Graduation Commencement Exercise be held at the Aloha Stadium. As in the case for many events and activities many other HIDOE schools began utilizing the Aloha Stadium and its services for their commencement exercises as well. With many more schools utilizing Aloha Stadium it has created scheduling conflicts between schools and/or the schools would seek other avenues such as this

waiver/exception. The reason for this waiver is to request an exception toward the Graduation Date. Under HDOE regulations and in the Official HDOE School Calendar it is noted that graduating commencement exercises will be conducted on or after May 24, 2018. We are requesting a waiver to conduct Aiea High's Class of 2019 Commencement exercises to held on May 23rd, 2019. All SCC members present at our Aug 13th meeting was in favor of the May 23rd date

4 How will this serve to support student learning and outcomes?

This is the epitome of a successful High School Career. The Graduation Ceremony Commencement Exercises acknowledges the students' successes in being able to fulfill the HDOE credits requirements and to be awarded their High School Diploma.

5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

0

**Complete for Parent-Teacher Conference Waiver Requests Only**

6 Required data: The Superintendent requires that the school conduct a parent survey to demonstrate parent support for this request.

Number of surveys distributed	0
Number of surveys returned	0
Number in favor	0
Number not in favor	0
Number undecided	0

**Complete for School Attendance Procedures Waiver Requests Only**

7 Provide a comparison of chronic absenteeism data over a 3-year period.

School Year 1	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.

0

## SCC Waiver/Exception Process Signature Page



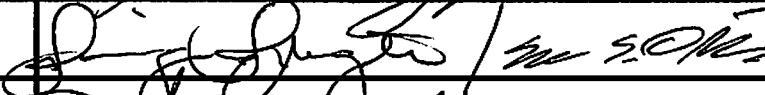




Request ID:

0

School:	'Aiea High	202
Waiver/Exception Request:	Other	

### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Role	Signature	Date
Administration		8/13/18
Community Representative(s)		8/13/18
Parent Representative(s)	 / <i>in S.O.M.</i>	08/13/18
Student Representative(s)		8/13/18
Non-certificated Staff Representative(s)		8.13.18
Teacher Representative(s)		8/13/18
		8/13/18

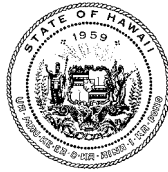
### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date

### Instructions:

- Schools must send the a) SCC Waiver/Exception Request Form as an excel file, b) pdf copy of the signed SCC Waiver/Exception Process Signature Page, and c) a pdf copy of the HSTA Waiver/Exception Process Checklist email to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page and scan as a pdf. Email the pdf SCC Waiver/Exception Process Signature Page to [scc@hawaiidoe.k12.hi.us](mailto:scc@hawaiidoe.k12.hi.us).



**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, appearing to read "Margaret Cox", with a stylized flourish below it.

SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Baldwin High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that, "Commencement exercises may be scheduled any time after the last day of school for seniors."



- b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

- c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

- d. Arguments in support of the recommendation:

The facility normally used for commencement is not available, thus Baldwin High School must change the date to May 17, 2019. This also allows commencement event costs to be shared with Maui High School, which will hold commencement the following day at the same venue.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq

Attachment

- c: Dr. Christina M. Kishimoto, Department of Education Superintendent
- Ms. Kathleen Dimino, Baldwin-Kekaulike-Maui Complex Area Superintendent
- . Ms. Catherine Kilborn, Baldwin High School Principal
- Community Engagement Branch

**School:****School ID:**

### Strive HI Classification:

**Request is for School Year(s):**

**Request Period (in years):**

Parent/Teacher Conference

## Senior Presentation Day

### Eligibility for Co-curricular Activities

Other: \_\_\_\_\_

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation.

[illegible]

**3. Student Learning:** How will this serve to support student learning and outcomes?

**4. Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:

**5. Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.

Number of surveys distributed:

Number of surveys returned:

Number in favor:

Number not in favor:

Number undecided:

**6. Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.

School Year 1:

School Year 2:

School Year 3:

Explanation:

**7. Other:** Please use this area for any additional relevant information.

## SCC Waiver/Exception Process Signature Page

Request ID:

0

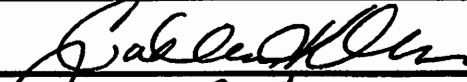
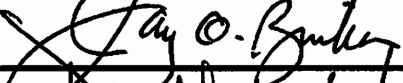
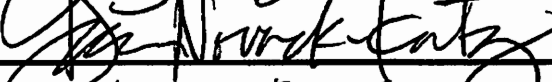
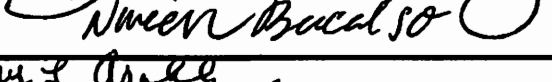
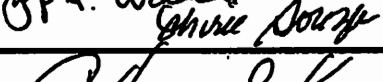


School: Henry Perrine Baldwin High

400

Waiver/Exception Request: Instructional Hours

### School Community Council

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Role	Signature	Date
Administration		10-16-17
Community Representative(s)		10/16/17
Parent Representative(s)		10/16/17
Student Representative(s)		10/16/17
Non-certificated Staff Representative(s)		10-16-17
Teacher Representative(s)		10-16-17
		10/17/17

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
Kathleen Dimino	Kath Dimino	9.10.18

**Instructions:**

- Schools must send the a) SCC Waiver/Exception Request Form as an excel file, b) pdf copy of the signed SCC Waiver/Exception Process Signature Page, and c) a pdf copy of the HSTA Waiver/Exception Process Checklist email to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page and scan as a pdf. Email the pdf SCC Waiver/Exception Process Signature Page to [scc@hawaii.k12.hi.us](mailto:scc@hawaii.k12.hi.us).

**Note:** Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.

Hawaii Department of Education, November 2015

## HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process. See page 3 for more information.

**IMPORTANT:** The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable and SCC Waiver/Exception Process Signature Page to your UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org). See steps 8 & 9.

School:	Henry Perrine Baldwin High		
Name:	Grace S. Taguchi	Phone:	(808)727-3139
E-mail:	grace_taguchi@baldwin.k12.hi.us		
Position on APC:	Other		
If Other - explain:	concerned teacher & HSTA membe		

Request ID: #####

Step	Action Needed by APC	Completed	
		Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of meeting: <span style="border: 1px solid black; padding: 2px;"><i>October 3, 2017</i></span></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Notify the faculty of the voting deadline and provide for five (5)	<input type="checkbox"/>	<input type="checkbox"/>

	working days to cast their votes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot box in a secure place until ballots are ready to be counted.</p> <p>Make sure a witness is present during the counting of ballots.</p> <p>Report the vote results to your UniServ Director.</p> <p>YES votes: <u>84</u> NO votes: <u>4</u> Blanks: <u>1</u></p> <p>Total votes cast: <u>89</u></p> <p>Percentage of votes in the Affirmative: <span style="border: 1px solid black; padding: 2px;">94</span>%</p> <p>66-2/3% or higher affirmative votes required for the waiver/exception request to be submitted to the Complex Area Superintendent.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	<p>To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>





**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves James Campbell High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that "Commencement exercises may be scheduled any time after the last day of school for seniors."

- b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

- c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

- d. Arguments in support of the recommendation:

In order to accommodate the size of their graduating class, commencement ceremonies need to be held at the Aloha Stadium when it is not conflicting with the 50<sup>th</sup> State Fair. Also, graduation on a weekday would limit the number of school volunteers who are integral to the safety and professionalism of the graduation ceremonies.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Dr. Christina M. Kishimoto, Department of Education Superintendent  
Mr. Sean Tajima, Campbell-Kapolei Complex Area Superintendent .  
Mr. Jon Henry Lee, Campbell High School Principal  
Community Engagement Branch

## School Community Council Waiver/Exception Request Form

**Date:** 9/13/18     **School:** James Campbell High School

**Complex Area:** Campbell/Kapolei

**School ID:** 252

**Complex:** Campbell Complex

**Strive HI Classification:** CI

**Principal:** Jon Henry Lee

**Request is for School Year(s):** 2018-19

**Request Type (New/Renewal):** New

**Request Period (in years):**

**Request Subject:**

<input type="checkbox"/> Instructional Hours	<input type="checkbox"/> Modified Assessment	<input type="checkbox"/> Parent/Teacher Conference
<input type="checkbox"/> Quarterly Grades	<input type="checkbox"/> Bell Schedule	<input checked="" type="checkbox"/> Early Graduation
<input type="checkbox"/> Attendance Policy	<input type="checkbox"/> Grade Level Chair Differential	<input type="checkbox"/> Senior Presentation Day
<input type="checkbox"/> Eligibility for Co-curricular Activities		

Other: \_\_\_\_\_

### 1. Summarize your request: What is the subject of the waiver or exception?

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation.

We are requesting an early graduation date of May 17, 2019. There are several reasons for this request but the primary reasons are the size of our graduating class (last year 704 students participated in the ceremony) and the need to host the event at Aloha Stadium at a time when it is not in conflict with the 50th State Fair.

Additional considerations are as listed:

- In order to accommodate all of our graduates and their family and friends we need to utilize all Aloha Stadium parking lots which is not possible when the 50th State Fair is hosting its event.
- The stadium has informed us that the fair will begin its run starting the weekend of May 24th.
- A weekday graduation would limit the number of school level volunteers who are integral to ensuring the graduation is both professional and safe.
- The selection process by school is established by the Stadium Authority and based on this ranking, our request date is in accordance.

### 2. Decision Making Process: Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Include information about the final outcome, such as achievement of consensus or vote count (e.g. 92 of 100 teachers voted in favor of the change).

Date	Meeting Type	Outcome
08/15/18	SCC	Consensus approval (minutes)
09/12/18	HSTA	Approved by 94% of teachers
09/13/18	SCC	SCC signatures

3. **Student Learning:** How will this serve to support student learning and outcomes?  
Graduation is the culminating experience for our students and celebrates all they have accomplished in their kindergarten through 12th grade years. It is an event that family, community members and our staff look forward to supporting and attending. If we were unable to hold it at the stadium and had to utilize a different venue it would be a great disappointment to many individuals who would likely have to be excluded from the event.

4. **Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:

5. **Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.

Number of surveys distributed:

Number of surveys returned:

Number in favor:

Number not in favor:

Number undecided:

6. **Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.

School Year 1:

School Year 2:

School Year 3:

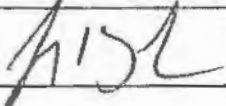
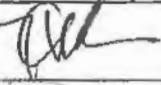


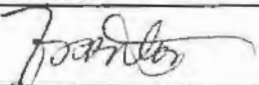
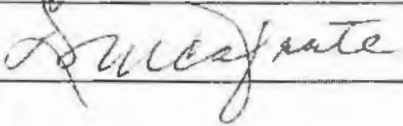
Explanation:

7. **Other:** Please use this area for any additional relevant information.

## SCC Waiver/Exception Process Signature Page

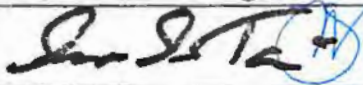
### School Community Council

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Role	Signature	Date
Administration		9/13/18
Community Representative(s)		9.13.2018
Parent Representative(s)		9/13/18
Student Representative(s)		9/13/18
Non-certificated Staff Representative(s)		9/13/18
Teacher Representative(s)		9/13/18

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
SEAN TAJIMA		SEP 24 2018

#### Instructions:

- Schools must email the 1) SCC Waiver/Exception Request Form, 2) signed SCC Waiver/Exception Signature Page, and 3) the HSTA Waiver/Exception Process Checklist as PDF files to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page, scan, and send as a PDF file to [sec@hawaii DOE.k12.hi.us](mailto:sec@hawaii DOE.k12.hi.us).

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.



**Fw: Waiver Application**

Ligaya Ricafrente to: Jon Henry Lee

09/19/2018 03:08 PM

From: Ligaya Ricafrente/CAMPBELL/HIDOE  
To: Jon Henry Lee/CAMPBELL/HIDOE@HIDOE

Hi,

Here is the reply of the Uniserv Director of HSTA

Thanks,  
Ligaya

Ligaya M. Ricafrente  
ELL Coordinator/Teacher  
James Campbell High School  
91-980 North Road  
Ewa beach, HI 96706  
Ph # 808 305-3717 Rm-S101

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"Blessed Are The Bilinguals For They Have The Best Of Two Worlds" HCBE

"Let Us Always Open To The Miracle Of The Second Chance" David Stiel

----- Forwarded by Ligaya Ricafrente/CAMPBELL/HIDOE on 09/19/2018 03:06 PM -----

From: "Leibowitz, Jonathan" <jleibowitz@hsta.org>  
To: Ligaya\_Ricafrente/CAMPBELL/HIDOE  
<Ligaya\_Ricafrente/CAMPBELL/HIDOE@notes.k12.hi.us>  
Date: 09/17/2018 09:22 AM  
Subject: Re: Waiver Application

---

Thanks Lygaya  
I will forward this to David.  
Jonathan

Sent via the Samsung Galaxy S® 6, an AT&T 4G LTE smartphone

----- Original message -----

From: Ligaya\_Ricafrente/CAMPBELL/HIDOE@notes.k12.hi.us  
Date: 9/17/18 7:16 AM (GMT-10:00)  
To: "Leibowitz, Jonathan" <jleibowitz@hsta.org>  
Subject: Waiver Application

Hi John,

I am forwarding to you all the required documents for the request that Campbell needs to comply for the needed waiver. All the documents were scanned and it is shown on the attachment below.

thank you for all your help.

Sincerely

Ligaya

Ligaya M. Ricafrente  
ELL Coordinator/Teacher  
James Campbell High School  
91-980 North Road  
Ewa beach, HI 96706  
Ph # 808 305-3717 Rm-S101

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----- Forwarded by Ligaya Ricafrente/CAMPBELL/HIDOE on 09/14/2018 01:34 PM -----

From: Jon Henry Lee/CAMPBELL/HIDOE  
To: Ligaya Ricafrente/CAMPBELL/HIDOE@HIDOE  
Cc: Anthony Mccurdy/CAMPBELL/HIDOE@HIDOE, David Tanabe/CAMPBELL/HIDOE@HIDOE  
Date: 09/14/2018 09:37 AM  
Subject: HSTA Waiver/Exception Process Checklist

Hi Ligaya,

Please send the attachment along with the results of the voting 94% Yes and 6% No to:

Uniserv Director Leibowitz jleibowitz@hsta.org



HSTA David Forrest dforrest@hsta.org

Please save a copy of the sent email so I can submit that to the BOE as evidence our our HSTA compliance.

Thank you,

Jon Henry Lee

Principal

James Campbell High School

(808)305-3605

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----- Forwarded by Jon Henry Lee/CAMPBELL/HIDOE on 09/14/2018 09:31 AM -----

From: do-not-reply@notes.k12.hi.us

To: Jon\_Henry\_Lee/CAMPBELL/HIDOE <Jon\_Henry\_Lee/CAMPBELL/HIDOE@notes.k12.hi.us>

Date: 09/14/2018 09:06 AM

Subject: Scanned from a Xerox multifunction device

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf, Multi-Page

multifunction device Location: machine location not set

Device Name: XRX9C934E15558A

For more information on Xerox products and solutions, please visit

<http://www.xerox.com>

*(See attached file: Scanned from a Xerox multifunction device.pdf)*

Ligaya M. Ricafrente

ELL Coordinator/Teacher

James Campbell High School

91-980 North Road

Ewa beach, HI 96706

Ph # 808 305-3717 Rm-S101

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\*\*\*\*\*  
\*\*

This email was scanned by the Cisco IronPort Email Security System contracted by the Hawaii Dept of Education. If you receive suspicious/phish email, forward a copy to [spamreport@notes.k12.hi.us](mailto:spamreport@notes.k12.hi.us). This helps us monitor suspicious/phish email getting thru. You will not receive a response, but rest assured the information received will help to build additional protection.

\*\*\*\*\*  
\*\*

## HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process.

IMPORTANT: The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable, and SCC Waiver/Exception Process Signature Page to your UniServ Director with a cc: to HSTA's David Forrest ([dforrest@hsta.org](mailto:dforrest@hsta.org)).

School: James Campbell High School			
Name: Ligaya M. Ricafrente			
Email: ligaya_ricafrente@notes.k12.hi.us			
Position on APC: Grievance Rep.			
If Other – explain:			
Request ID:			
Step	Action Needed by APC	Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of Meeting: _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<p><b>If consensus is reached, please check the YES box and <u>go to step 8.</u></b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5	Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Count the votes after all ballots are in, including any ballots from teachers that were absent.  Keep the ballot box in a secure place until ballots are ready to be counted.  Make sure a witness is present during the counting of ballots.  Report the vote results to your UniServ Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org): <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## **Graduation date and BOE policy**

David Tanabe to: Jon Henry Lee, Ligaya Ricafrente, Michael Lum

09/10/2018 08:18 AM

Cc: Lorilyn Aceret-Cruz, Sherry Cassetta, Anthony Mccurdy

From: David Tanabe/CAMPBELL/HIDOE

To: Jon Henry Lee/CAMPBELL/HIDOE@HIDOE, Ligaya Ricafrente/CAMPBELL/HIDOE@HIDOE, Michael Lum/CAMPBELL/HIDOE@HIDOE

Cc: Lorilyn Aceret-Cruz/CAMPBELL/HIDOE@HIDOE, Sherry Cassetta/CAMPBELL/HIDOE@HIDOE, Anthony Mccurdy/CAMPBELL/HIDOE@HIDOE

From today's APC meeting, I am preparing this email to faculty to be delivered ASAP. Please review for errors/corrections. I will aim to send this out by 8:30 a.m.

*Dear Faculty,*

*Board of Education policy provides that the earliest date for a high school graduation ceremony this year is May 24, 2019. To avoid that date, JCHS Faculty must request a waiver/exception.*

*Ballots will be distributed to you during ADT tomorrow, Tuesday, September 11.*

*Ballots will be confirmed delivered by APC members on Wednesday, September 12 in the Main Office at start of day.*

*Ballot language will be as follows:*

### ***Change of Graduation date***

***(Select one: Yes / No)***

***The Board of Education has set the earliest graduation date for 5/24/2019. I agree to hold graduation ceremony one week earlier than what is specified in the BOE calendar.***

David C. Tanabe  
Teacher  
James Campbell High School

ph: (808) 305-3792  
alternate email: david.tanabe@campbell.k12.hi.us



## **Graduation date and Board of Education policy**

JCHS all

09/10/2018 08:32 AM

David Tanabe/CAMPBELL/HIDOE

JCHS all

Dear Faculty,

Board of Education policy provides that the earliest date for a high school graduation ceremony this year is May 24, 2019. In order to hold the ceremony earlier than that date at the Aloha Stadium, Faculty of James Campbell High School (JCHS) must request a waiver/exception.

Ballots will be distributed to you during ADT (Administrative Directed Time) tomorrow, Tuesday, September 11.

Ballots will be confirmed delivered by APC (Association Policy Committee) members on Wednesday, September 12 in the Main Office at start of day.

Ballot language will be as follows:

***Change of Graduation Date JCHS 2018-19***

***(Select one: Yes / No)***

***The Board of Education (BOE) has set the earliest graduation date for 5/24/2019. I agree to hold graduation ceremony one week earlier than what is specified in the BOE calendar.***

Thank you for your time and attention.

On behalf of the APC,

David C. Tanabe  
Teacher  
James Campbell High School

ph: (808) 305-3792  
alternate email: david.tanabe@campbell.k12.hi.us



**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee



SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves King Kekaulike High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that, "Commencement exercises may be scheduled any time after the last day of school for seniors."

- b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

- c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

- d. Arguments in support of the recommendation:

King Kekaulike has practiced the tradition of holding graduation on the Thursday before the date the DOE calendar allows in order to accommodate families being able to attend other Maui high school graduations. The new date for commencement exercises will be May 23, 2019.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.



k. Facilities implications:

None.

l. Financial implications:

None.

**5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq

Attachment

- c: Dr. Christina M. Kishimoto, Department of Education Superintendent
- Ms. Kathleen Dimino, Baldwin-Kekaulike-Maui Complex Area Superintendent
- . Mr. Mark Alan Elliott, King Kekaulike High School Principal
- Community Engagement Branch

**School ID: 435**

**Strive HI Classification:** Continuous Improve

**Request is for School Year(s):** 18-19

**Request Period (in years):**<sup>5</sup>

**Other:** \_\_\_\_\_

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation. King Kekaulike will be holding their graduation on Thursday, May 23, 2019. It has been a King Kekaulike High School tradition to hold their graduation on the Thursday before the graduation window opens in order to accomodate families being able to attend other Maui high school graduations.

[illegible]

- 3. Student Learning:** How will this serve to support student learning and outcomes?  
The Upcountry and Maui families are a close-knit community and by offering a graduation date which does not conflict with other Maui high school graduations we provide them with an opportunity to attend the ceremonies for all their family members. Graduation a culminating celebration recognizing all their efforts from grades K-12.
- 4. Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:
- 5. Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.
- Number of surveys distributed:  
Number of surveys returned:  
Number in favor:  
Number not in favor:  
Number undecided:
- 6. Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.
- School Year 1:  
School Year 2:  
School Year 3:
- Explanation:
- 7. Other:** Please use this area for any additional relevant information.

**From:** Alison Uyehara/KEKAULIKE/HIDOE  
**To:** enagamine@hsta.org

**Date:** Thursday, September 13, 2018 02:18PM  
**Subject:** SCC Graduation Waiver

---

Hi Eric,

Attached is our SCC Waiver for KKHS Graduation. Please let us know if you need anything else.

Aloha,

Alison Uyehara  
Vice Principal  
King Kekaulike High School  
121 Kula Highway  
Pukalani, HI 96768  
PH# 808-727-3500  
Fax# 808-573-2231

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**Attachments:**

SCC Waiver Graduation 18-19.pdf

## SCC Waiver/Exception Process Signature Page


### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fall back decision-making option provided that the agreement on the fall back option was reached through consensus.)

Role	Signature	Date
Administration		09/12/2018
Community Representative(s)		09/12/2018
Parent Representative(s)		09/12/2018
Student Representative(s)		09/12/2018
Non-certificated Staff Representative(s)		09/12/2018
Teacher Representative(s)		09/12/2018
		09/12/2018

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
Kathleen Dimino		9.17.18

#### Instructions:

- Schools must email the 1) SCC Waiver/Exception Request Form, 2) signed SCC Waiver/Exception Signature Page, and 3) the HSTA Waiver/Exception Process Checklist as PDF files to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page, scan, and send as a PDF file to [scc@hawaiiidoc.k12.hi.us](mailto:scc@hawaiiidoc.k12.hi.us).

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.



**STATE OF HAWAII  
BOARD OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804**

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

A handwritten signature in cursive script, reading "Margaret Cox", with a stylized initial "M" below it.

SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Maui High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that, "Commencement exercises may be scheduled any time after the last day of school for seniors."

- b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

- c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

- d. Arguments in support of the recommendation:

The County of Maui Parks and Recreation Department will not allow Maui High School to have commencement exercises on May 25, 2019 due to other activities. There is no other venue on the island to accommodate commencement ceremonies except for Saturday, May 18, 2019, which is the proposed date for graduation.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

- c: Dr. Christina M. Kishimoto, Department of Education Superintendent  
Ms. Kathleen Dimino, Baldwin-Kekaulike-Maui Complex Area Superintendent
- . Mr. Jamie Yap, Maui High School Principal  
Community Engagement Branch



## School Community Council Waiver/Exception Request

10/26/17	Request ID No.	0
1	School:	Maui High
	School ID:	418
	Complex Area:	Baldwin-Kekaulike-Maui
	Complex:	Maui
	Strive HI Classification:	Continuous Improvement
	School Year request is for:	2018-2019
	Request Type:	New
	Time Period of Request:	1 Year
	Subject of Request:	Instructional Hours
	Principal:	#REF!

- 2 Decision Making Process:  
 Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Please include information about the final outcome, including achievement of consensus or specific outcome of vote (e.g. 92 of 100 teachers voted in favor of the change).

8/31/17	Coordination	Graduation Chair met Department of Parks & Recreation of the County of Maui to discuss options for Graduation date, 2018
9/5/17	Grad Chair & Admin	Discussed options for Graduation dates and possible coordination with Baldwin High School bcz of Stadium use
9/19 & 20/17	Grad Chair met with Seniors and Parents	Shared the challenges of no venue on 5/26/18 and possibility of moving-up the date; following a letter home
9/6/17	Principal and CAS	Principal sent letter to CAS and CAS delivered it to Superintendent Kishimoto
10/17/17	Met with APC members	Discussed the situation
10/25/17	Met with Staff	Discussion, Q & A, voting

- 3 Summarize your request:  
 Because the County of Maui Parks and Recreation Department will not allow MHS to have Commencement Exercises on May 25, 2019, due to other activities and there is no other venue on the island to accommodate Commencement Ceremonies 2018, we are requesting to have Commencement Exercises on Saturday, May 18, 2019, and the County of Maui Parks and Recreation department has approved.

- 4 How will this serve to support student learning and outcomes?  
Commencement Exercises support learning and outcomes because it is a display of the achievements of students receiving their High School Diplomas.

- 5 (If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?  
0

- 6 **Complete for Parent-Teacher Conference Waiver Requests Only**  
Required data: The Superintendent requires that the school conduct a parent survey to demonstrate parent support for this request.

Number of surveys distributed	0
Number of surveys returned	0
Number in favor	0
Number not in favor	0
Number undecided	0

- 7 **Complete for School Attendance Procedures Waiver Requests Only**  
Provide a comparison of chronic absenteeism data over a 3-year period.

School Year 1	0%
School Year 2	0%
School Year 3	0%

Explain data trend over these years.  
0

## SCC Waiver/Exception Process Signature Page

Request ID:

0

School:	Maui High	418
Waiver/Exception Request:	Other	

### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Role	Signature	Date
Administration		11/1/17
Community Representative(s)	Rico San Agustin	11/1/17
Parent Representative(s)	Sherry San Agustin	11/1/17
Student Representative(s)	Amy Bui	11/1/17
Non-certificated Staff Representative(s)		11/1/17
Teacher Representative(s)		11/1/17
		11/1/17

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
Kathleen Dimino		11.6.17

### Instructions:

- Schools must send the a) SCC Waiver/Exception Request Form as an excel file, b) pdf copy of the signed SCC Waiver/Exception Process Signature Page, and c) a pdf copy of the HSTA Waiver/Exception Process Checklist email to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
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**Note:** Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.

## HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process. See page 3 for more information.

**IMPORTANT:** The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable and SCC Waiver/Exception Process Signature Page to your UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org). See steps 8 & 9.

School:	Maui High		
Name:	Keith Imada	Phone:	727-4055
E-mail:	keith.imada@mauihigh.org		
Position on APC:	Chair		
If Other - explain:			

Request ID: #####

Step	Action Needed by APC	Completed	
		Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of meeting: <span style="border: 1px solid black; padding: 2px 10px;">10/25/2017</span></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<b>If consensus is reached, please check the YES box and go to step 8.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.	<input type="checkbox"/>	<input type="checkbox"/>

6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot box in a secure place until ballots are ready to be counted.</p> <p>Make sure a witness is present during the counting of ballots.</p> <p>Report the vote results to your UniServ Director.</p> <p>YES votes: <u>114</u> NO votes: <u>0</u> Blanks: <u>5</u></p> <p>Total votes cast: <u>119</u></p> <p>Percentage of votes in the Affirmative: <span style="border: 1px solid black; padding: 2px;">96</span>%</p> <p>66-2/3% or higher affirmative votes required for the waiver/exception request to be submitted to the Complex Area Superintendent.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	<p>To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Pearl City High School's SCC Waiver Request for a waiver to change the date of commencement exercises.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Board of Education policy 4540: Graduation and Related Policy, Section B which states that "Commencement exercises may be scheduled any time after the last day of school for seniors."

- b. Previous action of the Board on the same or similar matter:

In previous years, the BOE has approved similar requests for early graduation.

- c. Other policies affected:

State of Hawaii Department of Education 2018-2019 Official School Calendar states  
\*\*Commencement Exercises: No Sooner than May 24, 2019\*

- d. Arguments in support of the recommendation:

Pearl City High School traditionally holds its graduation ceremonies at Aloha Stadium. Due to conflicting events after May 24 such as the 50<sup>th</sup> State Fair, the Aloha Stadium requested that Pearl City holds its graduation on Saturday, May 18. By graduating a week earlier, safety and security issues posed by holding the fair and graduation at the same time will be avoided.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.

- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

k. Facilities implications:

None.

l. Financial implications:

None.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

c: Dr. Christina M. Kishimoto, Department of Education Superintendent  
Mr. Keith Hui, Pearl City-Waipahu Complex Area Superintendent .  
Mr. Joseph Halfmann, Pearl City High School Principal  
Community Engagement Branch



# School Community Council Waiver/Exception Request Form

**Date:** 9-19-18      **School:** Pearl City High School

**Complex Area: Pearl City/Waipahu**

**School ID: 266**

**Complex: Pearl City**

**Strive HI Classification: Continuous Improve**

**Principal: Joseph Halfmann**

Request is for School Year(s): SY 2018-2019

Request Type (New/Renewal): New

Request Period (in years): 1

**Request Subject:** ☐ Instructional Hours ☐ Modified Assessment ☐ Parent/Teacher Conference  
☐ Quarterly Grades ☐ Bell Schedule ☒ Early Graduation ☐ Senior Presentation Day  
☐ Attendance Policy ☐ Grade Level Chair Differential ☐ Eligibility for Co-curricular Activities

Other: \_\_\_\_\_

**1. Summarize your request:** What is the subject of the waiver or exception?

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation.

Currently, no public high school may hold graduation ceremonies earlier than May 24, 2019. Pearl City High School is requesting a waiver to hold graduation on Saturday, May 18, 2019 at the request of the Aloha Stadium, the school's traditional graduation venue. By graduating a week earlier, safety and security issues posed by the conflicting events of graduation with the 50th State Fair can be avoided.

**2. Decision Making Process:** Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Include information about the final outcome, such as achievement of consensus or vote count (e.g. 92 of 100 teachers voted in favor of the change).

[illegible]

**3. Student Learning:** How will this serve to support student learning and outcomes?

Teachers have collaborated to adjust their curriculum pacing calendars to ensure students fulfill all requirements without negatively impacting student learning.

**4. Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:

**5. Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.

Number of surveys distributed:

Number of surveys returned:

Number in favor:

Number not in favor:

Number undecided:

**6. Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.

School Year 1:

School Year 2:

School Year 3:

Explanation:

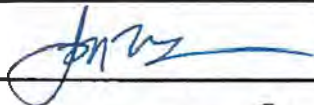
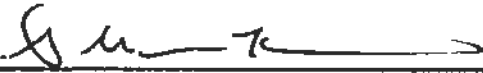
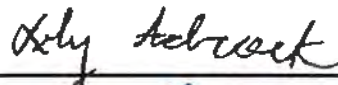


**7. Other:** Please use this area for any additional relevant information.

Prior to the change in the 50th State Fair's schedule, meeting the graduation policy has not been an issue for Pearl City High School.

## SCC Waiver/Exception Process Signature Page


### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fall back decision-making option provided that the agreement on the fall back option was reached through consensus.)

Role	Signature	Date
Administration		9/27/18
Community Representative(s)	Not available for Signature	
Parent Representative(s)		9/27/18
Student Representative(s)		9/27/18
Non-certificated Staff Representative(s)		9/27/18
Teacher Representative(s)		9/27/18

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
Keith Hui		OCT 10 2018

#### Instructions:

- Schools must email the 1) SCC Waiver/Exception Request Form, 2) signed SCC Waiver/Exception Signature Page, and 3) the HSTA Waiver/Exception Process Checklist as PDF files to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page, scan, and send as a PDF file to [scc@hawaiidoe.k12.hi.us](mailto:scc@hawaiidoe.k12.hi.us).

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.

## HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process. See page 3 for more information.

**IMPORTANT:** The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable and SCC Waiver /Exception Process Signature Page to UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org). See steps 8 & 9.

School:	Pearl City High School	0
Name:	Daphne Okunaga	Phone: 307-5597
E-mail:	daphne-okunaga@notes.k12.hi.us	
Position on APC:	Chair	
If Other - explain:		

Request ID: #####

Step	Action Needed by APC	Completed	
		Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of meeting: <span style="border: 1px solid black; padding: 2px;">September 13, 2018</span></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	If consensus is reached, please check the YES box and go to step 8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.	<input type="checkbox"/>	<input type="checkbox"/>

6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot box in a secure place until ballots are ready to be counted.</p> <p>Make sure a witness is present during the counting of ballots.</p> <p>Report the vote results to your UniServ Director.</p> <p>YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____</p> <p>Percentage of votes in the Affirmative: <input type="text"/> %</p> <p>66-2/3% or higher affirmative votes required for the waiver/exception request to be submitted to the Complex Area Superintendent.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's David Forrest (dforrest@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's David Forrest (dforrest@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SCC Waiver for PCHS Graduation

Daphne Okunaga to: dforrest 10/03/2018 10:26 AM

Cc: Jamie Young

From: Daphne Okunaga/PCHIGH/HIDOE

To: dforrest@hsta.org.

Cc: Jamie Young/PCHIGH/HIDOE@HIDOE

History:

This message has been replied to.

Hi David,

I am on the APC Committee at Pearl City High School and we are putting in a waiver for an early graduation date for our 2019 Commencement.

In accordance with the required procedures, I am providing the HSTA Checklist and Waiver Request Forms for PCHS.

Is there anything else I need to do?

HSTA Waiver Exception Checklist: <https://drive.google.com/file/d/1uQ3i1et-ENWqOuCBNcPW6tZxqy49-e0Y/view?usp=sharing>

Waiver Request Form with Signatures: <https://drive.google.com/file/d/1n-6moCWL-isoHkMmd9BxFu26JHCeCaDO/view?usp=sharing>

Thank you,  
Daphne

Daphne "Kaji" Okunaga  
Math Teacher  
Pearl City High School  
2100 Hookiekie Street  
(808) 307-5597

"Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any review, use, disclosure, or distribution by unintended recipients is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message."

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**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

December 6, 2018

TO: The Honorable Catherine Payne  
Chairperson, Board of Education

FROM: Margaret Cox, Board of Education Designee  
Rodney Luke, Board of Education Designee

SUBJECT: **Board Action on the School Community Council (SCC) Requests for Exceptions to Collective Bargaining Agreements, Statutory Waivers, and Waivers of Board Policy for School Year 2018-2019**

1. **RECOMMENDATION**

That the Board of Education (BOE) approves Maui High School's SCC Waiver Request allowing the school to implement a modified school schedule to accommodate ACT testing.

2. **RECOMMENDED EFFECTIVE DATE**

Not applicable.

3. **RECOMMENDED COMPLIANCE DATE**

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

Section 302A-1124 to 1127, Hawaii Revised Statutes (HRS), authorizes schools to request waivers from existing state agency rules, policies, regulations, and procedures as well as exceptions to collective bargaining agreements as negotiated in accordance with current collective bargaining agreements and the provisions of Chapter 89, HRS.

- b. Previous action of the Board on the same or similar matter:

SCC exception was approved for Maui High School last year.

- c. Other policies affected:

Article VI, Teaching Conditions and Hours: Section R, Evaluation of Students/Grading Preparation.

Article VI, Teaching Conditions and Hours: Section CC, Work Time Distribution, Weekly Totals Within the 7-Hour Day, 5 Day Week

Article XIII, Academic Freedom

Board Policy 1710-3, School Calendar Policy

Board Policy 2412, School Community Council Waivers and Exceptions Policy.

- d. Arguments in support of the recommendation:

Maui High was granted an ACT waiver last year (2017-2018 SY), but would like to extend the waiver to the end of the HSTA contract (2020-2021 SY) to avoid having to go through the waiver process every year. In order to ensure adequate proctor staffing and to allow 11<sup>th</sup> grade students to benefit from taking the State ACT test in a conducive testing environment, Maui High requests only 11<sup>th</sup> grade students who are taking the test may be allowed on campus on ACT Day. Additionally, ACT Day will require a bell schedule change as students are not allowed to leave the testing room for lunch until all testing is complete due to ACT policy.

- e. Arguments against the recommendation:

None.

- f. Findings and conclusions of the Board Committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Waiver/Exception Review and the Hawaii Government Employees Association BU 06 Committee on SCC Waiver/Exception Review have all agreed to this request.

- g. Other agencies or departments of the State of Hawaii involved in the action.

None.



- h. Possible reaction of the public, professional organizations. Unions, DOE staff and/or others to the recommendations:

None.

- i. Educational implications:

As stated in the school's SCC waiver request

- j. Personnel implications:

None.

- k. Facilities implications:

None.

- l. Financial implications:

None.

## 5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.

MC/RL:MZ:pq  
Attachment

- c: Dr. Christina M. Kishimoto, Department of Education Superintendent  
Ms. Kathleen Dimino, Baldwin-Kekaulike-Maui Complex Area Superintendent
- . Mr. Jamie Yap, Maui High School Principal  
Community Engagement Branch

## School Community Council Waiver/Exception Request Form

**Date:** 09/25/18 **School:** Maui High School

**Complex Area:** Baldwin/Kekaulike/Maui

**School ID:** 418

**Complex:** Maui

**Strive HI Classification:** Continuous Improve

**Principal:** Mr. Jamie Yap

**Request is for School Year(s):** 2018-2021

**Request Type (New/Renewal):** Renewal

**Request Period (in years):** years

**Request Subject:** ☐ Instructional Hours ☐ Modified Assessment ☐ Parent/Teacher Conference  
☐ Quarterly Grades ☐ Bell Schedule ☐ Early Graduation ☐ Senior Presentation Day  
☐ Attendance Policy ☐ Grade Level Chair Differential ☐ Eligibility for Co-curricular Activities  
 Other: College Entrance Exam Waiver Day

### 1. Summarize your request: What is the subject of the waiver or exception?

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation.

Per ESSA, states are allowed to choose their college readiness indicator, and per the HDOE memo dated 5/831/18, the ACT is the mandatory college readiness assessment. Maui High was granted an ACT waiver last year (2017-2018 SY), but would like to extend the waiver to the end of the HSTA contract (2020-2021 SY) to avoid having to go through the waiver process every year. Last year, the state, in an attempt to support schools with the ACT mandate, applied for its own state-wide ACT waiver application, but it was not approved and Maui High was notified on September 25, 2018. Therefore, each school needs to go through their own waiver process. The ACT is now mandated again by the state this year and they will continue to fund ACT testing for current 11th graders. The state decided not to continue to fund the ASPIRE test for 9th & 10th graders, while 12th graders took the ACT test the previous year. Therefore, in order to ensure adequate proctor staffing and a conducive testing environment, we request only 11th grade students who are taking the test may be allowed on campus on ACT Day. Additionally, ACT Day will require a bell schedule change as students are not allowed to leave the testing room for lunch until all testing is complete due to ACT policy.

**2. Decision Making Process:** Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Include information about the final outcome, such as achievement of consensus or vote count (e.g. 92 of 100 teachers voted in favor of the change).

Date	Meeting Type	Outcome
9/25/18	Admin., CC, & TC mtg.	Informed state waiver not approved. Discussed next steps
9/25/18	SCC President & TC	Tentatively schedule SCC meeting date & went over waiver situation
9/27/18	SCC President & TC	Confirmed SCC Meeting date with all parties
10/3/18	SCC Mtg.	Signed SCC waiver/exception process signature page
10/24/18	Staff mtg.	Consensus - teachers voted in favor of waiver. reached

3. **Student Learning:** How will this serve to support student learning and outcomes?  
ACT will help determine, in part, a student's college readiness level and it is part of Strive-HI. "For high schools, the Readiness Indicator is measured in part by student performance on the 11th grade ACT college- and career-readiness "anchor" assessment .... The Strive HI Index uses the percentage of students who receive a Composite Score of 19 or above. This cut point was selected based on analyses that demonstrate students with a 19 or higher on the Composite Score are likely to succeed in entry-level, credit courses in Hawaii." (HIDOE webpage - Strive HI FAQs)

4. **Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:  
Students can use their ACT score as part of their entrance application to a college after high school during their senior year. Even if their goals may not be to go to a college as a junior, it is providing students with an opportunity to see where they are at. For some, it may open doors for them that otherwise would not exist if they were not given this chance. Additionally, since the state pays for state ACT testing, students are assisted financially and if they are unhappy with their initial score, they will have enough time to study and sign up for a national ACT testing date in the future.

5. **Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.

Number of surveys distributed:

Number of surveys returned:

Number in favor:

Number not in favor:

Number undecided:

6. **Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.

School Year 1:

School Year 2:

School Year 3:

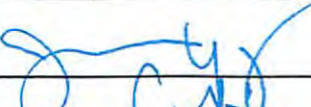




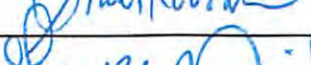
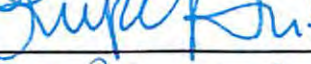
Explanation:

7. **Other:** Please use this area for any additional relevant information.

## SCC Waiver/Exception Process Signature Page


### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fall back decision-making option provided that the agreement on the fall back option was reached through consensus.)

Role	Signature	Date
Administration		10/3/18
Community Representative(s)		10/3/18
Parent Representative(s)		10/3/18
Student Representative(s)		10/3/18
Non-certificated Staff Representative(s)		10/5/18
Teacher Representative(s)		10/3/18
SCC chairman		10/3/18

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
Kathleen Dimino		10/26/18

#### Instructions:

- Schools must email the 1) SCC Waiver/Exception Request Form, 2) signed SCC Waiver/Exception Signature Page, and 3) the HSTA Waiver/Exception Process Checklist as PDF files to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the SCC Waiver/Exception Process Signature Page, scan, and send as a PDF file to [scc@hawaii.k12.hi.us](mailto:scc@hawaii.k12.hi.us).

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.

## HSTA WAIVER/EXCEPTION PROCESS CHECKLIST

The HSTA Waiver/Exception Process Checklist is used when a collective bargaining agreement or school schedule exception is being requested through the School Community Council (SCC) waiver/exception process. See page 3 for more information.

IMPORTANT: The Association Policy Committee (APC) should complete and return this form, a copy of the SCC Waiver/Exception Request Form, supporting documents, school schedule if applicable and SCC Waiver/Exception Process Signature Page to UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org). See steps 8 & 9.

School: Maui High
Name: <u>Cory Shishido</u> Phone: <u>727-4122</u>
E-mail: <u>cory.shishido@mauihigh.org</u>
Position on APC: <u>APC Rep.</u>
If Other - explain:

Request ID: #####

Step	Action Needed by APC	Completed	
		Yes	No
1	<p>A meeting with the faculty should be called by the APC to discuss the proposed collective bargaining agreement exception on the school's SCC Waiver/Exception Request Form and achieve consensus.</p> <p>At least 48 hours-notice should be given to faculty.</p> <p>The discussion should be open and collaborative and reserved for Bargaining Unit 05 members only to avoid the appearance of undue influence.</p> <p>Date of meeting: <span style="border: 1px solid black; padding: 2px 10px;"><u>10/24/2018</u></span></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<p><b>If consensus is reached, please check the YES box and go to step 8.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<p>If no consensus has been reached, prepare a secret ballot for each exception requested on the SCC Waiver/Exception Request Form.</p> <p>Make sure the ballot question is clearly worded.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Make the ballots available to all faculty members.</p> <p>Contact all BU 05 members on paid or unpaid leave informing them of the vote.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Notify the faculty of the voting deadline and provide for five (5) working days to cast their votes.</p>	<input type="checkbox"/>	<input type="checkbox"/>



6	Have a roster to check off names for ballots. This helps to ensure all Bargaining Unit 05 members had an opportunity to vote.	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Count the votes after all ballots are in, including any ballots from teachers that were absent.</p> <p>Keep the ballot box in a secure place until ballots are ready to be counted.</p> <p>Make sure a witness is present during the counting of ballots.</p> <p>Report the vote results to your UniServ Director.  YES votes: _____ NO votes: _____ Blanks: _____</p> <p>Total votes cast: _____  Percentage of votes in the Affirmative: <input type="text"/> %</p> <p>66-2/3% or higher affirmative votes required for the waiver/exception request to be submitted to the Complex Area Superintendent.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>To ensure that the process to reach the decision for a contract exception request was followed, the APC will email the following to the UniServ Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org):</p> <ul style="list-style-type: none"> <li>• a copy of this form</li> <li>• the SCC Waiver/Exception Request Form</li> <li>• supporting documents</li> <li>• school schedule, if applicable</li> <li>• signed SCC Waiver/Exception Process Signature Page</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A copy of the email to the UniServe Director with a cc: to HSTA's Raymond Camacho (rcamacho@hsta.org) must be saved as a PDF and included as part of the SCC Waiver/Exception Request Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Cory Shishido <coryshishido@gmail.com>

---

## Contract exception request

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Cory Shishido <coryshishido@gmail.com>


Wed, Oct 24, 2018 at 3:27 PM

To: ENagamine@hsta.org

Cc: rcamacho@hsta.org

HSTA Waiver/Exception Process for Maui High School

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 **ACT waiver.pdf**  
1384K